

IowaGrants.gov  
School User Manual  
GEAR UP Iowa Grants Claim Submission



This is a step-by-step guide to assist you in submitting a Claim for reimbursement. The process includes steps on how to include supporting documentation.

- 1) Log into your grant. Find and click on “Claims” under “Components.”

**Grant Tracking**

Grant/Project: TEST GUI - TEST GUI - 2015

Status: Underway

Program Area: GEAR UP

Grantee Organization: Iowa College Aid test

Program Officer: Christina Sibouh

Awarded Amount: \$7,500.00

**Instructions**

The grant forms appear below.

**Grant/Project Components**

You can define your own alerts in the Alerts section

| Component                          | Last Edited |
|------------------------------------|-------------|
| General Information                | 12/02/2014  |
| Amendments                         |             |
| <b>Claims</b>                      |             |
| Status Reports                     |             |
| GEAR UP Budget Detail Worksheet    | 12/17/2014  |
| Correspondence                     | 12/23/2014  |
| GEAR UP School Implementation Plan | 01/14/2015  |
| GEAR UP Project Summary            |             |
| GEAR UP Notice of Grant Award      | 01/14/2015  |
| Opportunity                        | -           |

- 2) On the top header, click “Add.”

**Grant/Project Tracking**

Grant/Project: TEST GUI - TEST GUI - 2015

Status: Underway

Program Area: GEAR UP

Grantee Organization: Iowa College Aid test

Program Officer: Christina Sibouh

Awarded Amount: \$7,500.00

**Claims**

Copy Existing Claim | Return to Components

| ID             | Type          | Status    | Date Submitted | Date Paid | Date From-To            | Claim Amount |
|----------------|---------------|-----------|----------------|-----------|-------------------------|--------------|
| TEST GUI - 001 | Reimbursement | Submitted | 12/03/2014     |           | 12/03/2014 - 12/04/2014 | \$0.00       |
| TEST GUI - 002 | Reimbursement | Editing   |                |           | 12/25/2014 - 12/31/2014 | \$0.00       |
|                |               |           |                |           | Submitted Amount        | \$0.00       |
|                |               |           |                |           | Approved Amount         | \$0.00       |
|                |               |           |                |           | Paid Total              | \$0.00       |
|                |               |           |                |           | Total                   | \$0.00       |

Last Edited By:

- 3) The Claim Type defaults to “Reimbursement.” Do not change this field. Enter the reporting period dates. (In most cases, this will be the previous month.)

You may either click the calendar to select the dates or type dates directly into the field. *NOTE:* the slash lines in the date fields will auto populate. Then click “Save” in the top header.

**Claim General Information**  
To create a new Claim enter the starting date and the ending date of the Report Period. This is the period of coverage for this Claim.

Claim Type: Reimbursement

Report Period: 02/01/2015 to 02/28/2015

Save

- 4) The screen will update to the following form. You have now started your Claim. To begin entering amounts on your Claim, click “Return to Components.”

**Claim: TEST GUI - 003** [Grant Components](#)

Grant: TEST GUI-TEST GUI  
Status: Editing  
Program Area: GEAR UP  
Grantee Organization: Iowa College Aid test  
Program Manager: Christina Sibouih

**Reporting Period** [Return to Components](#)

Claim Type: Reimbursement  
Report Period: 02/01/2015 to 02/28/2015  
Claim Status: Editing

- 5) The screen will switch to the following. Click on “Reimbursement.”

**Claim: TEST GUI - 003** [Grant Components](#)

Grant: TEST GUI-TEST GUI  
Status: Editing  
Program Area: GEAR UP  
Grantee Organization: Iowa College Aid test  
Program Manager: Christina Sibouih

**Components** [Preview](#) [Submit](#)  
Complete each component of the Claim and mark it as complete. Click Submit when you are done.

| Name                                 | Complete? | Last Edited |
|--------------------------------------|-----------|-------------|
| Reimbursement                        | ✓         | 03/24/2015  |
| Salaries and Wages Documentation     |           |             |
| Employee Benefits Documentation      |           |             |
| Travel Documentation                 |           |             |
| Materials and Supplies Documentation |           |             |

- 6) Click "Edit" on the header bar. This will open the fields so that you may enter your line item amounts.

**Grant Tracking**

Claim: TEST GUI - 002 Grant Components

Grant: TEST GUI-TEST GUI  
 Status: Editing  
 Program Area: GEAR UP  
 Grantee Organization: Iowa College Aid test  
 Program Manager: Christina Sibouih

**Reimbursement** Mark as Complete | Go to Claim Forms

| Budget Category                    | 1 Approved Budget | 2 Expenses This Period | 3 Paid Claims | 4 Total Claimed (All Statuses) | 5 Unclaimed Balance (1-4) | 6 Contract Match | 7 Match This Period | 8 Match Expensed | 9 Remaining Match Requirement (6-8) | 10 Match Percentage |
|------------------------------------|-------------------|------------------------|---------------|--------------------------------|---------------------------|------------------|---------------------|------------------|-------------------------------------|---------------------|
| <b>Salaries and Wages</b>          |                   |                        |               |                                |                           |                  |                     |                  |                                     |                     |
| test                               | \$0.00            | \$0.00                 | \$0.00        | \$0.00                         | \$0.00                    | \$0.00           | \$0.00              | \$0.00           | \$0.00                              | --                  |
| test 1                             | \$0.00            | \$0.00                 | \$0.00        | \$0.00                         | \$0.00                    | \$0.00           | \$0.00              | \$0.00           | \$0.00                              | --                  |
| <b>Employee Benefits</b>           |                   |                        |               |                                |                           |                  |                     |                  |                                     |                     |
| Counselor for GUI                  | \$500.00          | \$0.00                 | \$0.00        | \$0.00                         | \$500.00                  | \$500.00         | \$0.00              | \$0.00           | \$500.00                            | --                  |
| <b>Travel</b>                      |                   |                        |               |                                |                           |                  |                     |                  |                                     |                     |
| Meetings                           | \$2,000.00        | \$0.00                 | \$0.00        | \$0.00                         | \$2,000.00                | \$2,000.00       | \$0.00              | \$0.00           | \$2,000.00                          | --                  |
| <b>Materials &amp; Supplies</b>    |                   |                        |               |                                |                           |                  |                     |                  |                                     |                     |
| iPads                              | \$1,000.00        | \$0.00                 | \$0.00        | \$0.00                         | \$1,000.00                | \$1,000.00       | \$0.00              | \$0.00           | \$1,000.00                          | --                  |
| <b>Consultants and Contracts</b>   |                   |                        |               |                                |                           |                  |                     |                  |                                     |                     |
| ABC Consultants                    | \$500.00          | \$0.00                 | \$0.00        | \$0.00                         | \$500.00                  | \$500.00         | \$0.00              | \$0.00           | \$500.00                            | --                  |
| <b>Other</b>                       |                   |                        |               |                                |                           |                  |                     |                  |                                     |                     |
| More things                        | \$3,000.00        | \$0.00                 | \$0.00        | \$0.00                         | \$3,000.00                | \$50.00          | \$0.00              | \$0.00           | \$50.00                             | --                  |
| Stuff                              | \$500.00          | \$0.00                 | \$0.00        | \$0.00                         | \$500.00                  | \$500.00         | \$0.00              | \$0.00           | \$500.00                            | --                  |
| <b>Indirect Costs (Match Only)</b> |                   |                        |               |                                |                           |                  |                     |                  |                                     |                     |

- 7) Enter the amount you are requesting for reimbursement on each line. If you have nothing to request for a particular line, leave the field at \$0.00. Click "Save" when you are done.

**NOTE:** You may also submit match amount line items for the same claim period.

**Grant Tracking**

Claim: TEST GUI - 002 Grant Components

Grant: TEST GUI-TEST GUI  
 Status: Editing  
 Program Area: GEAR UP  
 Grantee Organization: Iowa College Aid test  
 Program Manager: Christina Sibouih

**Reimbursement**

| Budget Category                  | 1 Approved Budget | 2 Expenses This Period | 3 Paid Claims | 4 Total Claimed (All Statuses) | 5 Unclaimed Balance (1-4) | 6 Contract Match | 7 Match This Period | 8 Match Expensed | 9 Remaining Match Requirement (6-8) | 10 Match Percentage |
|----------------------------------|-------------------|------------------------|---------------|--------------------------------|---------------------------|------------------|---------------------|------------------|-------------------------------------|---------------------|
| <b>Salaries and Wages</b>        |                   |                        |               |                                |                           |                  |                     |                  |                                     |                     |
| test                             | \$0.00            | \$0.00                 | \$0.00        | \$0.00                         | \$0.00                    | \$0.00           | \$0.00              | \$0.00           | \$0.00                              | --                  |
| test 1                           | \$0.00            | \$0.00                 | \$0.00        | \$0.00                         | \$0.00                    | \$0.00           | \$0.00              | \$0.00           | \$0.00                              | --                  |
| <b>Employee Benefits</b>         |                   |                        |               |                                |                           |                  |                     |                  |                                     |                     |
| Counselor for GUI                | \$500.00          | \$0.00                 | \$0.00        | \$0.00                         | \$500.00                  | \$500.00         | \$0.00              | \$0.00           | \$500.00                            | --                  |
| <b>Travel</b>                    |                   |                        |               |                                |                           |                  |                     |                  |                                     |                     |
| Meetings                         | \$2,000.00        | \$0.00                 | \$0.00        | \$0.00                         | \$2,000.00                | \$2,000.00       | \$0.00              | \$0.00           | \$2,000.00                          | --                  |
| <b>Materials &amp; Supplies</b>  |                   |                        |               |                                |                           |                  |                     |                  |                                     |                     |
| iPads                            | \$1,000.00        | \$0.00                 | \$0.00        | \$0.00                         | \$1,000.00                | \$1,000.00       | \$0.00              | \$0.00           | \$1,000.00                          | --                  |
| <b>Consultants and Contracts</b> |                   |                        |               |                                |                           |                  |                     |                  |                                     |                     |

- 8) Upon saving, the fields will come out of edit mode. Please review your entries for accuracy. Click “Edit” if you need to make any changes. Otherwise, select “Mark as Complete.”

**Grant Tracking**

Claim: TEST GUI - 002 [Grant Components](#)

Grant: **TEST GUI-TEST GUI**  
 Status: Editing  
 Program Area: GEAR UP  
 Grantee Organization: Iowa College Aid test  
 Program Manager: Christina Sibouih

**Reimbursement** [Mark as Complete](#) [Go to Claim Forms](#)

| Budget Category                  | 1 Approved Budget | 2 Expenses This Period | 3 Paid Claims | 4 Total Claimed (All Statuses) | 5 Unclaimed Balance (1-4) | 6 Contract Match | 7 Match This Period | 8 Match Expensed | 9 Remaining Match Requirement (6-8) | 10 Match Percentage |
|----------------------------------|-------------------|------------------------|---------------|--------------------------------|---------------------------|------------------|---------------------|------------------|-------------------------------------|---------------------|
| <b>Salaries and Wages</b>        |                   |                        |               |                                |                           |                  |                     |                  |                                     |                     |
| test                             | \$0.00            | \$0.00                 | \$0.00        | \$0.00                         | \$0.00                    | \$0.00           | \$0.00              | \$0.00           | \$0.00                              | --                  |
| test 1                           | \$0.00            | \$0.00                 | \$0.00        | \$0.00                         | \$0.00                    | \$0.00           | \$0.00              | \$0.00           | \$0.00                              | --                  |
| <b>Employee Benefits</b>         |                   |                        |               |                                |                           |                  |                     |                  |                                     |                     |
| Counselor for GUI                | \$500.00          | \$0.00                 | \$0.00        | \$0.00                         | \$500.00                  | \$500.00         | \$0.00              | \$0.00           | \$500.00                            | --                  |
| <b>Travel</b>                    |                   |                        |               |                                |                           |                  |                     |                  |                                     |                     |
| Meetings                         | \$2,000.00        | \$0.00                 | \$0.00        | \$0.00                         | \$2,000.00                | \$2,000.00       | \$0.00              | \$0.00           | \$2,000.00                          | --                  |
| <b>Materials &amp; Supplies</b>  |                   |                        |               |                                |                           |                  |                     |                  |                                     |                     |
| iPads                            | \$1,000.00        | \$0.00                 | \$0.00        | \$0.00                         | \$1,000.00                | \$1,000.00       | \$0.00              | \$0.00           | \$1,000.00                          | --                  |
| <b>Consultants and Contracts</b> |                   |                        |               |                                |                           |                  |                     |                  |                                     |                     |
| ABC Consultants                  | \$500.00          | \$0.00                 | \$0.00        | \$0.00                         | \$500.00                  | \$500.00         | \$0.00              | \$0.00           | \$500.00                            | --                  |
| <b>Other</b>                     |                   |                        |               |                                |                           |                  |                     |                  |                                     |                     |
| More things                      | \$3,000.00        | \$0.00                 | \$0.00        | \$0.00                         | \$3,000.00                | \$50.00          | \$0.00              | \$0.00           | \$50.00                             | --                  |

- 9) The screen will update to the following screen. From this screen, you may upload the supporting documentation for your Claim. You will need to enter each Component as they must all be marked Complete before you can successfully submit your Claim.

Click the Component you want to work on.

**Grant Tracking**

Claim: TEST GUI - 003 [Grant Components](#)

Grant: **TEST GUI-TEST GUI**  
 Status: Editing  
 Program Area: GEAR UP  
 Grantee Organization: Iowa College Aid test  
 Program Manager: Christina Sibouih

**Components** [Preview](#) [Submit](#)

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

| Name   | Complete? | Last Edited |
|--|-----------|-------------|
| <a href="#">General Information</a>                              | ✓         | 03/24/2015  |
| <a href="#">Reimbursement</a>                                    | ✓         | 03/24/2015  |
| <a href="#">Salaries and Wages Documentation</a>                 | ✓         | 03/24/2015  |
| <a href="#">Employee Benefits Documentation</a>                  |           |             |
| <a href="#">Travel Documentation</a>                             |           |             |
| <a href="#">Materials and Supplies Documentation</a>             |           |             |
| <a href="#">Consultants and Contracts Documentation</a>          |           |             |
| <a href="#">Other Documentation</a>                              |           |             |
| <a href="#">Indirect Costs Documentation</a>                     |           |             |
| <a href="#">Scholarship and Tuition Assistance Documentation</a> |           |             |

- 10) A new screen will load. If there are no pieces of documentation to add, click “Mark as Complete.” If you DO want to upload documentation, click “Add.”

Iowa Grants.gov

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

Claim: TEST GUI - 003 Grant Components

Grant: TEST GUI-TEST GUI  
Status: Editing  
Program Area: GEAR UP  
Grantee Organization: Iowa College Aid test  
Program Manager: Christina Sibouih

**Employee Benefits Documentation** Mark as Complete Go to Claim Forms

| Description | File Name | File Size | Date Uploaded |
|-------------|-----------|-----------|---------------|
|-------------|-----------|-----------|---------------|

Last Edited By:

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- 11) The screen will change to an upload screen. Click “Browse...” A pop up will open to allow you to locate the desired file on your computer. Select the file and click “Open.”

Iowa Grants.gov

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

**Attach File**

Upload File:  Browse...

Description: \*

**Choose File to Upload**

Desktop

Search Desktop

Organize New folder

Favorites

- Desktop
- Downloads
- Recent Places

Libraries

- Computer
- OS (C:)
- HP\_RECOVERY (D:)
- globalshared (\\iowa.c)
- Marketing (\\165.206.136)
- shared (\\165.206.136)

Network

- Libraries System Folder
- Christensen, Jennifer [ICSAC] System Folder
- Computer System Folder
- Network System Folder
- Adobe Reader 9 Shortcut 1.93 KB
- Mozilla Firefox Shortcut 1.01 KB

File name:  All Files (\*.\*)

Open Cancel

- 12) The location of the file you have chosen will show in the “Upload File” field. If you selected the wrong file, click “Browse” again and find the correct file. If the file is correct, type in a descriptive explanation for the item and then click “Save.”

**Application**

**Attach File**

Upload File: C:\Users\jchrist1\Desktop\Tester Benefits Claim.xlsx Browse...

Description: Payroll register for Benefits claim.

**Save**

Iowa.gov – The Official Website of the State of Iowa. Dulles Technology Partners Inc.

- 13) Both the file name and the description you entered will become hyperlinks to the file. Repeat the upload process until all documents for the current claim area are loaded, then click “Mark as complete.”

**Grant Tracking**

Claim: TEST GUI - 003 Grant Components

Grant: TEST GUI-TEST GUI

Status: Editing

Program Area: GEAR UP

Grantee Organization: Iowa College Aid test

Program Manager: Christina Sibouih

**Employee Benefits Documentation**

| Description                          | File Name                  | File Size | Date Uploaded |
|--------------------------------------|----------------------------|-----------|---------------|
| Payroll register for Benefits claim. | Tester Benefits Claim.xlsx | 9 KB      | 03/24/2015    |

Last Edited By: JulieTester Ntem, 03/24/2015

**Mark as Complete** **Go to Claim Forms**

Iowa.gov – The Official Website of the State of Iowa. Dulles Technology Partners Inc.

- 14) Once a section is marked complete, you are returned to the components area. Repeat the above steps to either upload documentation or complete each component. You may preview your Claim at any time by clicking “Preview.”

*Reminder:* Each area must to be marked “Complete” before your Claim can be submitted.

**Grant Tracking**

Claim: TEST GUI - 003 Grant Components

Grant: **TEST GUI-TEST GUI**

Status: Editing

Program Area: GEAR UP

Grantee Organization: Iowa College Aid test

Program Manager: Christina Sibouih

**Components** Preview Submit

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

| Name   | Complete? | Last Edited |
|--|-----------|-------------|
| General Information                              | ✓         | 03/24/2015  |
| Reimbursement                                    | ✓         | 03/24/2015  |
| Salaries and Wages Documentation                 | ✓         | 03/24/2015  |
| Employee Benefits Documentation                  | ✓         | 03/24/2015  |
| Travel Documentation                             | ✓         | 03/24/2015  |
| Materials and Supplies Documentation             | ✓         | 03/24/2015  |
| Consultants and Contracts Documentation          | ✓         | 03/24/2015  |
| Other Documentation                              | ✓         | 03/24/2015  |
| Indirect Costs Documentation                     | ✓         | 03/24/2015  |
| Scholarship and Tuition Assistance Documentation | ✓         | 03/24/2015  |

- 15) Notice that the preview shows that the Claim is still being “Edited.” You may scroll down to review the reimbursement amounts you have entered as well as the names and descriptions of the documents that have been uploaded. Click “Back” to go back to the previous screen.

**Grant Tracking**

Claim Details

**TEST GUI-TEST GUI**

**GEAR UP**

Award Year: 2015 Status: **Editing**

Contract Number: TEST GUI Approved Date:

Claim Type: Reimbursement Paid Date:

Reporting Period: 12/25/2014 - 12/31/2014 Vendor Number:

Claim Number: TEST GUI - 002 Invoice Number:

Submitted By:

Submitted Date:

**Applicant and Organization**

**Applicant**

AnA User Id JULIE.GRANTS@IOWAID

First Name\* JulieTester NItem

**Organization Information**

Organization Name\* Iowa College Aid test

Organization

- 16) When you feel the Claim is complete and ready to be reviewed, click “Submit.”

The screenshot shows the Iowa Grants.gov Grant Tracking interface. At the top, there's a header with the Iowa logo and 'IowaGrants.gov'. Below the header, there's a navigation bar with 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' on the right. The main content area is titled 'Grant Tracking' and displays details for a claim: 'Claim: TEST GUI - 003', 'Grant: TEST GUI-TEST GUI', 'Status: Editing', 'Program Area: GEAR UP', 'Grantee Organization: Iowa College Aid test', and 'Program Manager: Christina Sibouih'. Below this, there's a 'Components' section with a table listing various components and their completion status. The 'Submit' button is highlighted with a red box.

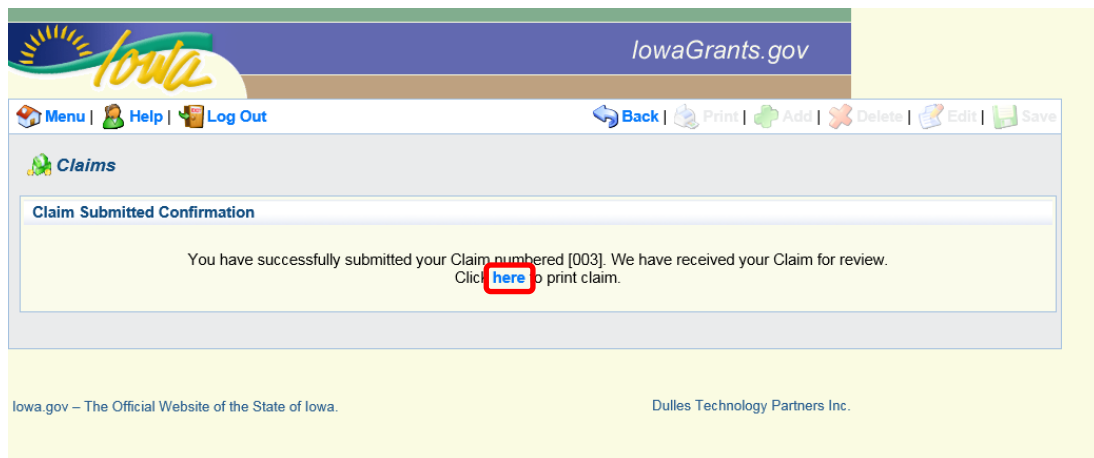
| Name   | Complete? | Last Edited |
|--|-----------|-------------|
| General Information                              | ✓         | 03/24/2015  |
| Reimbursement                                    | ✓         | 03/24/2015  |
| Salaries and Wages Documentation                 | ✓         | 03/24/2015  |
| Employee Benefits Documentation                  | ✓         | 03/24/2015  |
| Travel Documentation                             | ✓         | 03/24/2015  |
| Materials and Supplies Documentation             | ✓         | 03/24/2015  |
| Consultants and Contracts Documentation          | ✓         | 03/24/2015  |
| Other Documentation                              | ✓         | 03/24/2015  |
| Indirect Costs Documentation                     | ✓         | 03/24/2015  |
| Scholarship and Tuition Assistance Documentation | ✓         | 03/24/2015  |

- 17) A pop-up warns that submitting will lock the form and send the Claim forward. Click “Cancel” to return to editing or “OK” to proceed with submitting the Claim.

This screenshot shows the same Iowa Grants.gov Grant Tracking page as the previous one, but with a confirmation pop-up dialog box overlaid. The dialog box, titled 'Message from webpage', contains a question mark icon and the text: 'Submitting the Claim will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Claim?'. It has 'OK' and 'Cancel' buttons. The 'Submit' button on the page is still highlighted with a red box.



- 18) The confirmation screen verifies your Claim has been submitted. Click on the hyperlinked “here” to print the Claim.



- 19) The submitted Claim pops up on a new website tab for printing. Notice the status shows “Submitted” now. **Congratulations!** The Claim is complete! Be sure to print and retain a copy of the completed Claim for your records, along with copies of the supporting documentation.

**TEST GUI-TEST GUI**

**GEAR UP**

|  |                          |
|--|--------------------------|
| <b>Award Year:</b> 2015                          | <b>Status:</b> Submitted |
| <b>Contract Number:</b> TEST GUI                 | <b>Approved Date:</b>    |
| <b>Claim Type:</b> Reimbursement                 | <b>Paid Date:</b>        |
| <b>Reporting Period:</b> 02/01/2015 - 02/28/2015 | <b>Vendor Number:</b>    |
| <b>Claim Number:</b> TEST GUI - 003              | <b>Invoice Number:</b>   |
| <b>Submitted By:</b> JulieTester Ntem            |                          |
| <b>Submitted Date:</b> 03/24/2015                |                          |

**Applicant and Organization**

|                                  |  |                                 |  |
|----------------------------------|--|---------------------------------|--|
| <b>Applicant</b>                 |  | <b>Organization Information</b> |  |
| <b>AnA User Id</b>               | JULIE.GRANTS@IOWAID                                | <b>Organization Name:</b>       | Iowa College Aid test                              |
| <b>First Name*</b>               | JulieTester  | <b>Organization Type:</b>       | Other  |
|                                  | <small>First Name Middle Name Last Name</small>    | <b>Tax ID:</b>                  | 11-11  |
| <b>Title:</b>                    |  | <b>DUNS:</b>                    |  |
| <b>Email:</b>                    | julie.ntem@iowa.gov                                | <b>Organization Website:</b>    |  |
| <b>Address:</b>                  | 430 East Grand Ave<br>FL 3                         | <b>Address:</b>                 | 123 Street   |
| <b>City:</b>                     | Des Moines Iowa 50309                              |                                 |  |
|                                  | <small>City State/Province Postal Code/Zip</small> |                                 |  |
| <b>Phone:</b>                    | 515-725-3414                                       | <b>City:</b>                    | Des Moines Iowa 50309                              |
|                                  | <small>Phone Ext.</small>                          |                                 | <small>City State/Province Postal Code/Zip</small> |
| <b>Program Area of Interest*</b> | GEAR UP  | <b>Phone:</b>                   | 515-555-5555                                       |
| <b>Fax:</b>                      |  |                                 | <small>Ext.</small>                                |
|                                  |  | <b>Fax:</b>                     |  |